



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SENIOR HISTOLOGY TECHNICIAN

Class No. 004319

■ CLASSIFICATION PURPOSE

Under general direction, to supervise the activities in a clinical, pathological, or veterinary laboratory; to perform difficult histological tests; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Senior Histology Technician class serves as the lead worker in a histology laboratory. A Senior Histology Technician is distinguished from the next lower level, Histology Technician, in that the latter performs journey level histological tests and other duties and assignments of average difficulty. Senior Histology Technician has overall responsibility for performing the most critical and complex tests. Senior Histology Technician may provide functional supervision to subordinate personnel.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans and assigns work, provides technical and administrative consultation, and assists in training subordinate Histology Technicians in the processing, embedding, sectioning, and staining tissue specimens for microscopic examination.
2. Identifies specific tissues and the pathological changes of gross tissue specimens in cutting and mounting tissues for accurate interpretation.
3. Makes recommendations as to methods of analyzing difficult histological tests.
4. Reviews histological test results for accuracy, completeness, and conformity with laws, regulations, and policies.
5. Performs statistical surveys and research projects.
6. Assists in preparing program and budget reports for the histological laboratory.
7. Assists at autopsies.
8. Keeps records and maintains inventory of laboratory supplies.
9. Formulates workload reports.
10. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Techniques and theories employed in processing, embedding, sectioning, and staining tissue specimens for microscopic examination.
- Techniques in preparing special stains and various solutions required in processing and staining.
- Record keeping and maintaining inventory of laboratory supplies.
- Routine and special stains used for laboratory specimens.
- Supervision and training.
- Statistical analysis.
- County customer service objectives and strategies.

Skills and Abilities to:

- Recognize specific tissues and the pathological changes of gross tissue specimens in cutting and mounting tissues for accurate interpretation.
- Produce accurate and complete tissue specimens for microscopic examination.
- Plan and direct the work of subordinates.
- Manage large and difficult workload.
- Identify problem areas concerning test procedures.
- Make appropriate decisions under minimum supervision.
- Write clear, concise reports and correspondence.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: A current Histology Technician Certificate issued by the American Society of Clinical Pathologists AND five (5) years of recent experience performing histological tests under the supervision of a pathologist.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate laboratory equipment and computer. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Applicants must possess a current Histology Technician certificate issued by the American Society of Clinical Pathologists.

Working Conditions

Incumbents will be exposed to deceased human or animal bodies, infectious diseases, caustic chemical and fumes, decayed tissue, and unpleasant odors.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: May 2, 1988
Reviewed: Spring 2003
Revised: March 31, 2006

Senior Histology Technician (Class No. 004319)

Union Code: HS

Variable Entry: Y